



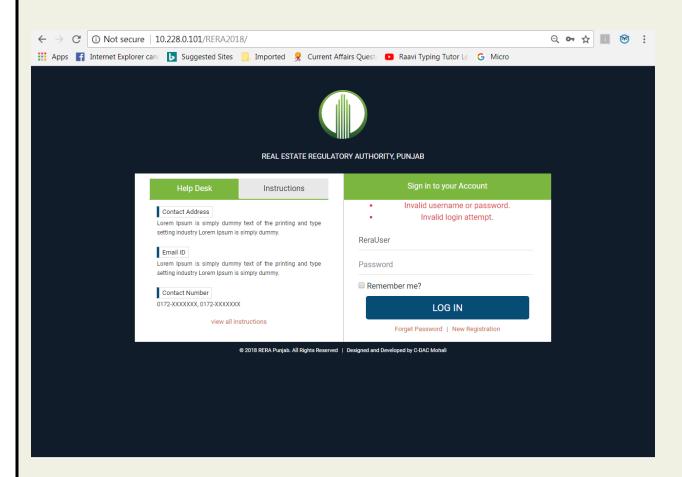
Real Estate Regulatory Authority Punjab

User Manual Other Than Individual

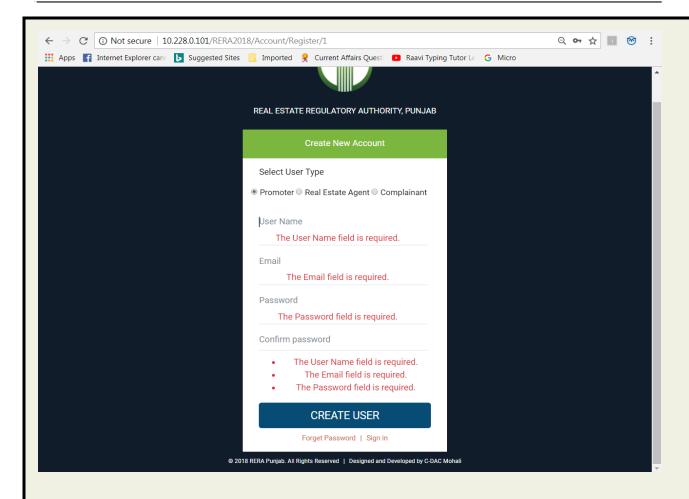
Login

Steps:

Click on hyperlink New Registration to create a user.



• After clicking New Registration it will open screen as shown below.

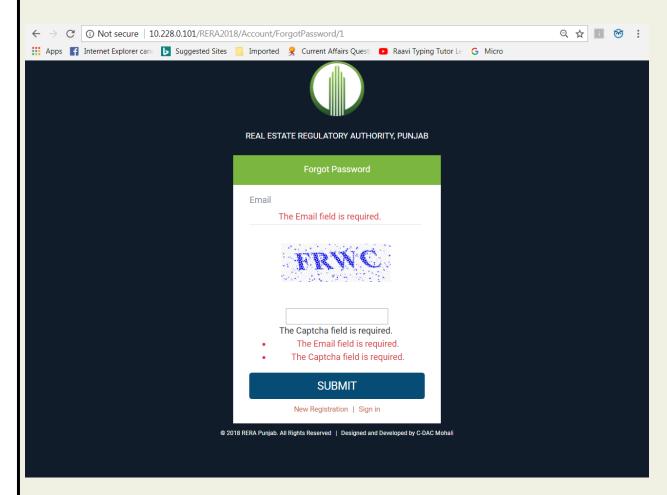


- Select User Type to create new user as a Promoter, Real Estate Agent or Complainant.
- Enter valid mandatory details and click on Create User button. Email verification message will be displayed as shown below

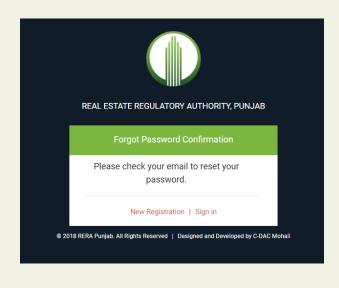


• Only after user will verify email, he will be able to login into his account

- click on hyperlink Forget Password .It will display below screen
- Enter valid details and click on Submit button.



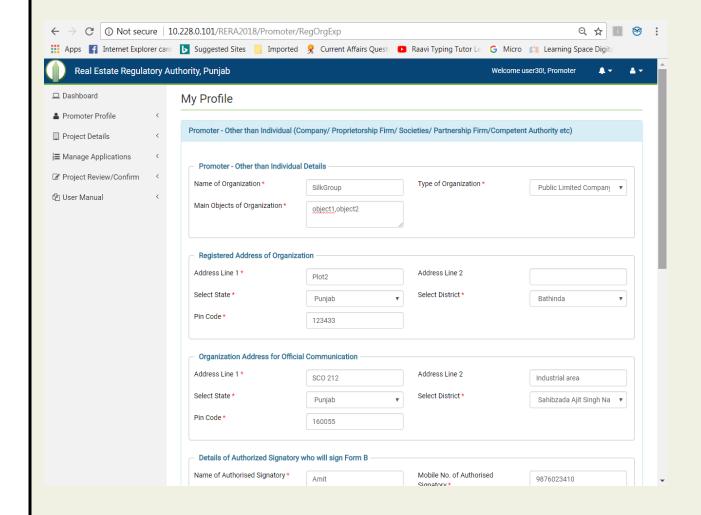
A message will be displayed to check email to reset password

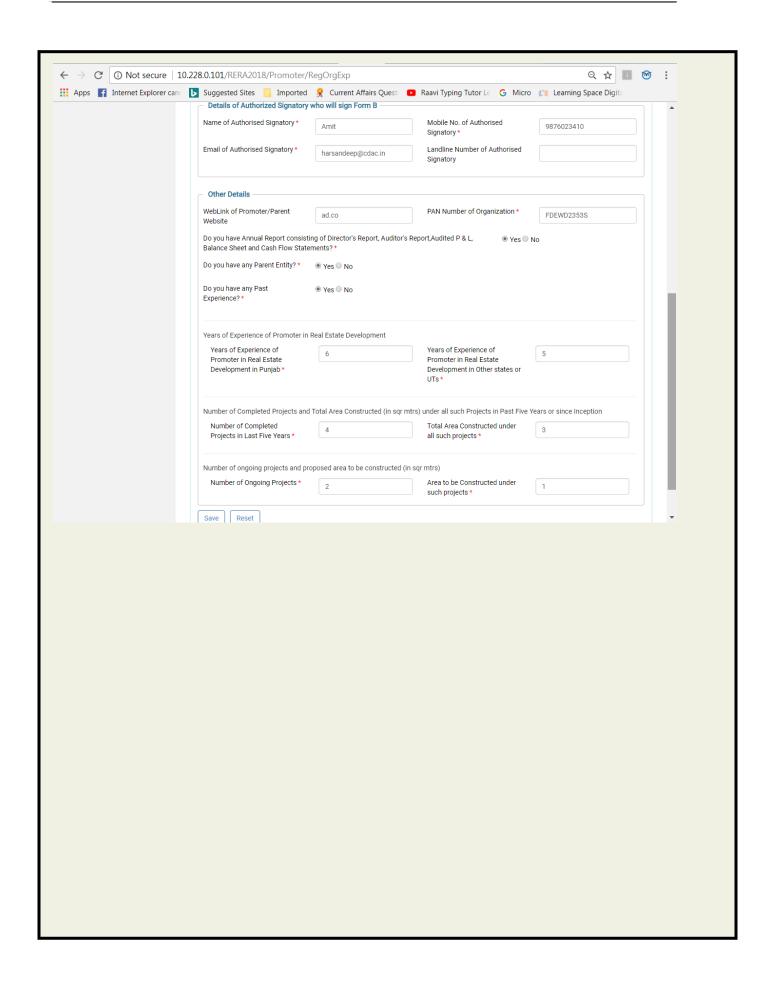


Promoter

My Profile: Case is Other Than Individual

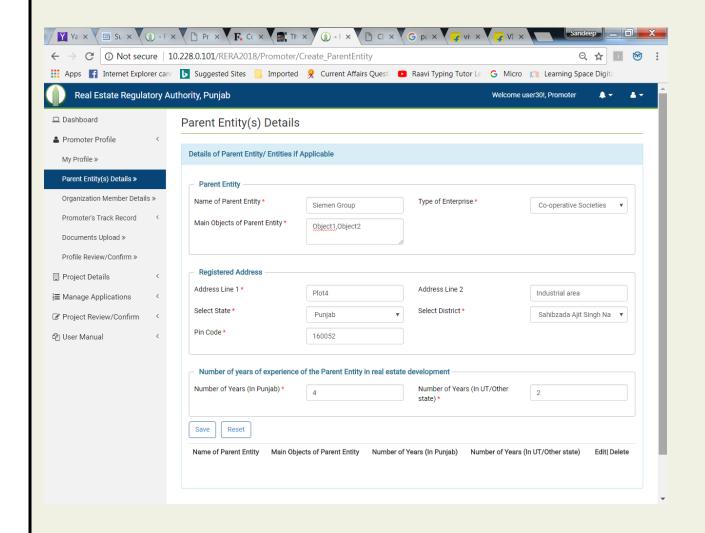
- If Promoter is of type Other than Individual, fill proper details of organization, address information of organization, details of authorized signatory and fill complete form.
- Click on save button to create promoter profile.





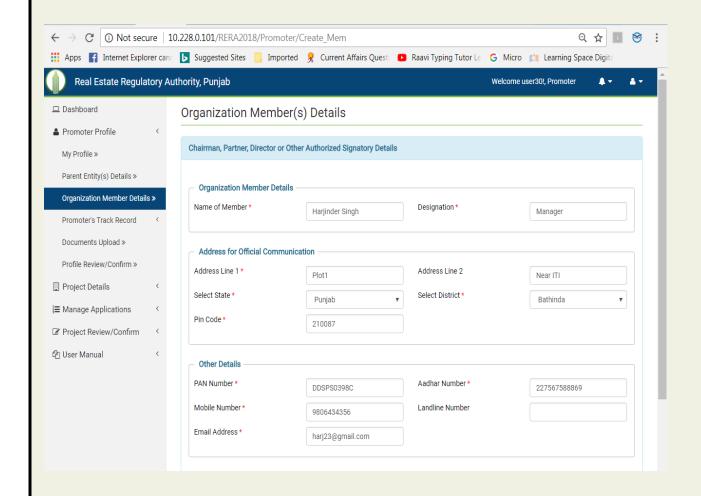
Parent Entity(s) Details

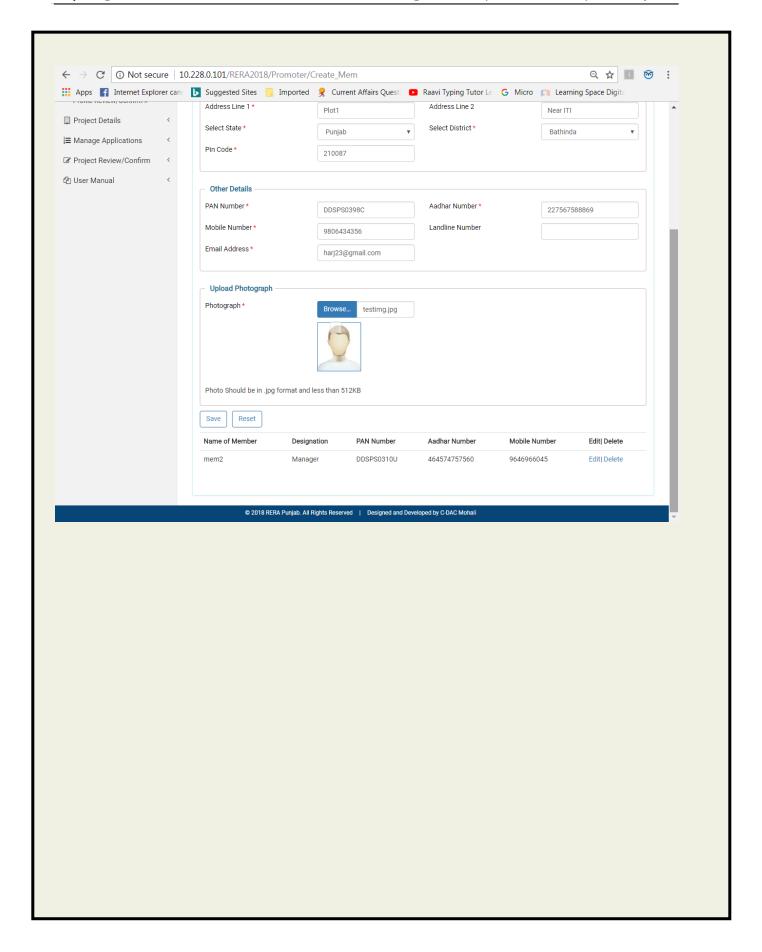
 If Promoter is of type Other than Individual, Promoter has to fill the details of Parent entity. To save the details, click on save button. Promoter can edit and delete the details.



Organization Member Details

• Fill the appropriate details of Chairman, Partner, Director or Other Authorized Signatory and fill respective designation. Fill the complete form and upload the photograph. Click on save button to save the form.

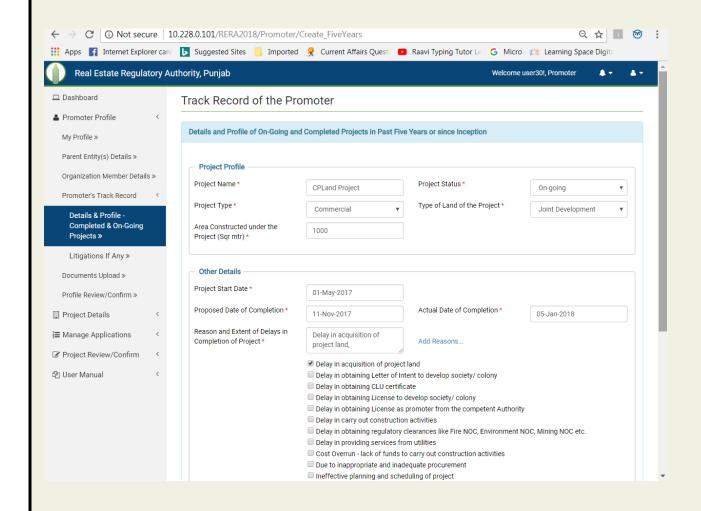


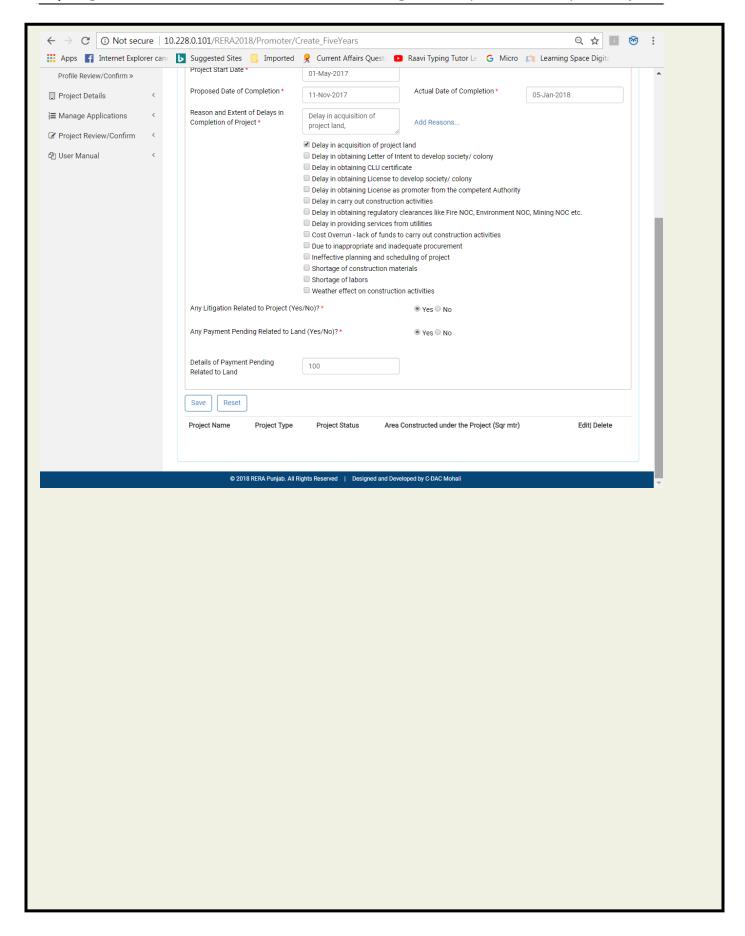


Promoter's Track Record : (Promoter Other Than Individual)

a) Details & Profile -Completed & On-Going Projects

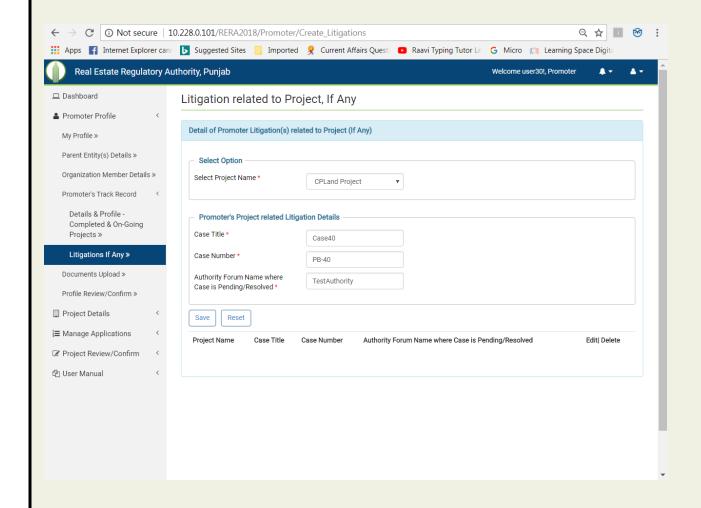
If Promoter has past experience, then Promoter will enter valid experience details
and click on Add Reasons link to select reason among available options. Click on
save button to make an entry. Promoter can edit and delete a record after saving.





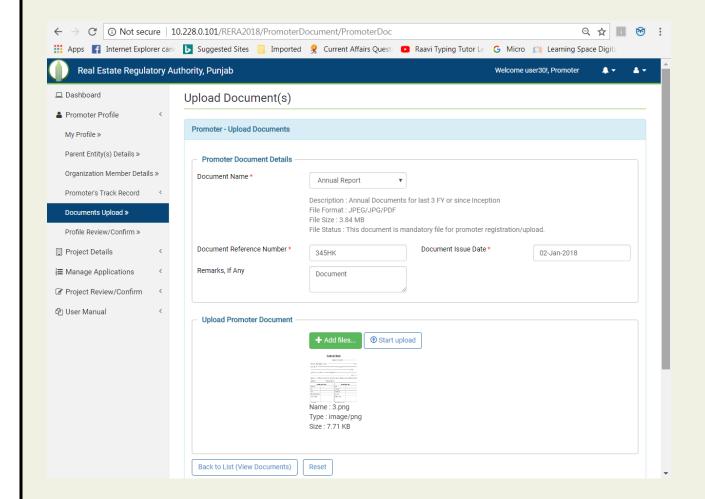
b) Litigations if any

• If there are any litigation related to a particular project then user will enter valid details related to litigations and click on save button shown in next screen.

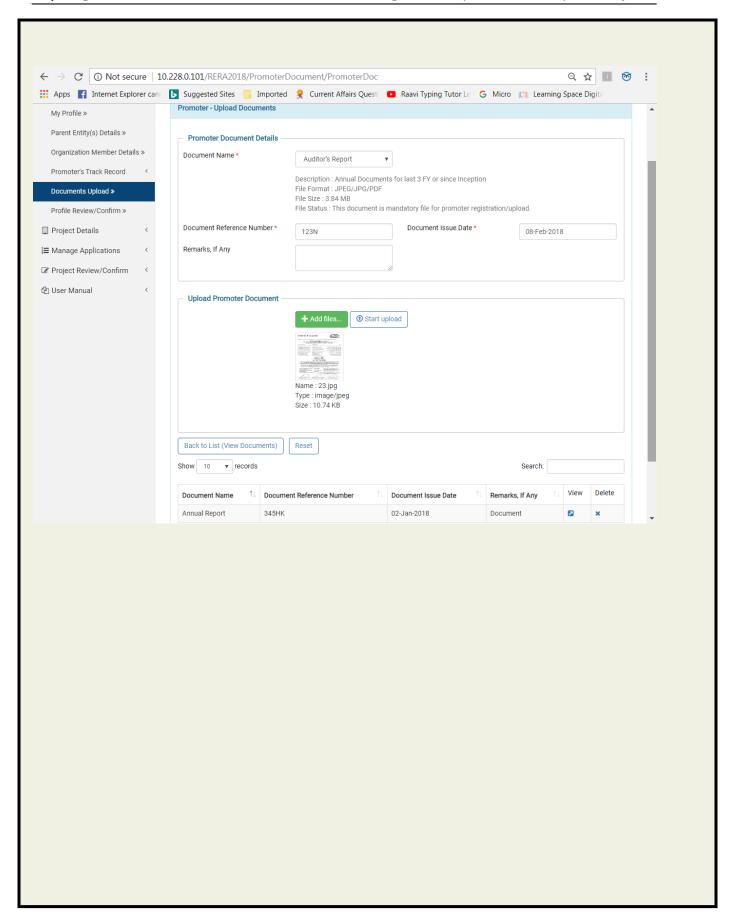


Documents Upload

• In this form, documents required for promoter need to be uploaded. Select document from dropdown list and fill valid details of document to be uploaded. Click on add files to browse document and start upload button to upload the document.

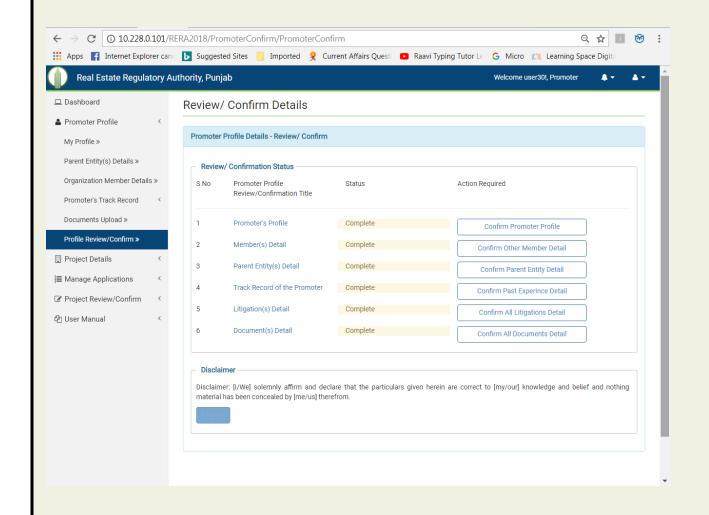


• Upload Documents one by one after selecting from dropdown list. To view all uploaded documents click on reset button.



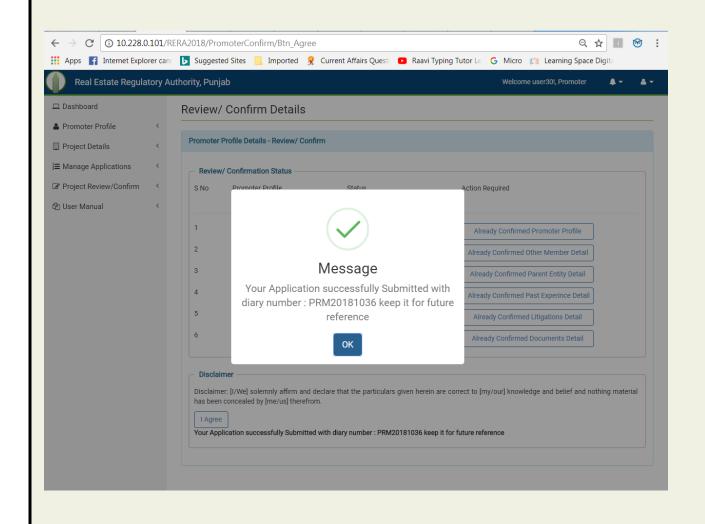
Profile Review/Confirm

Promoter Profile Review/Confirm form will display status complete if all corresponding forms are filled properly, otherwise status is pending. I Agree button will be disabled. Click on each Confirm button under Action Required.



17 | Page Real Estate Regulatory Authority, Punjab It will display Already confirmed message for each confirm button clicked. I agree button will be enabled. → C ① 10.228.0.101/RERA2018/PromoterConfirm/PromoterConfirm Q ☆ 📗 🤭 : 🔡 Apps 📝 Internet Explorer canı: 🚺 Suggested Sites 🧻 Imported 👂 Current Affairs Questi 🔼 Raavi Typing Tutor Le 💪 Micro 📺 Learning Space Digita Real Estate Regulatory Authority, Punjab Welcome user30!, Promoter Dashboard Review/ Confirm Details Promoter Profile Promoter Profile Details - Review/ Confirm My Profile » Parent Entity(s) Details » Review/ Confirmation Status Organization Member Details » Promoter Profile Status Action Required Review/Confirmation Title Promoter's Track Record Documents Upload » Promoter's Profile Already Confirmed Promoter Profile Profile Review/Confirm » Member(s) Detail Complete Already Confirmed Other Member Detail Project Details Parent Entity(s) Detail Complete Already Confirmed Parent Entity Detail J≡ Manage Applications Track Record of the Promoter Complete Already Confirmed Past Experince Detail Litigation(s) Detail Complete Already Confirmed Litigations Detail ② User Manual Document(s) Detail Complete Already Confirmed Documents Detail Disclaimer Disclaimer: [I/We] solemnly affirm and declare that the particulars given herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom I Agree

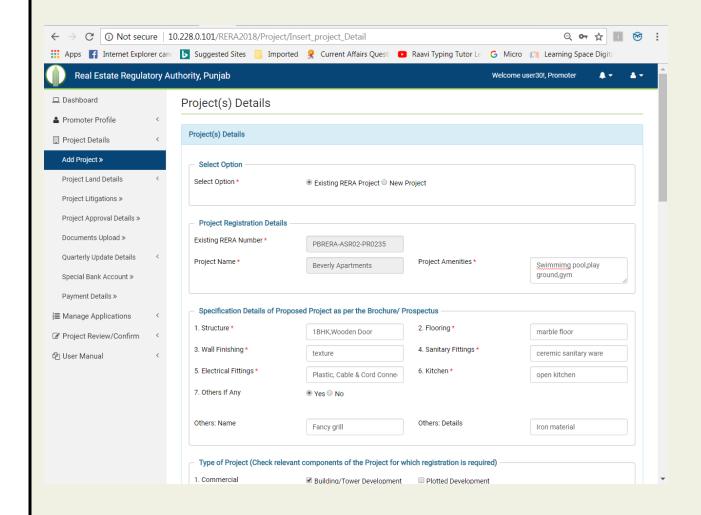
• Click on I agree button. Application will be successfully submitted with unique diary number assigned to promoter. All corresponding forms will be locked after that.

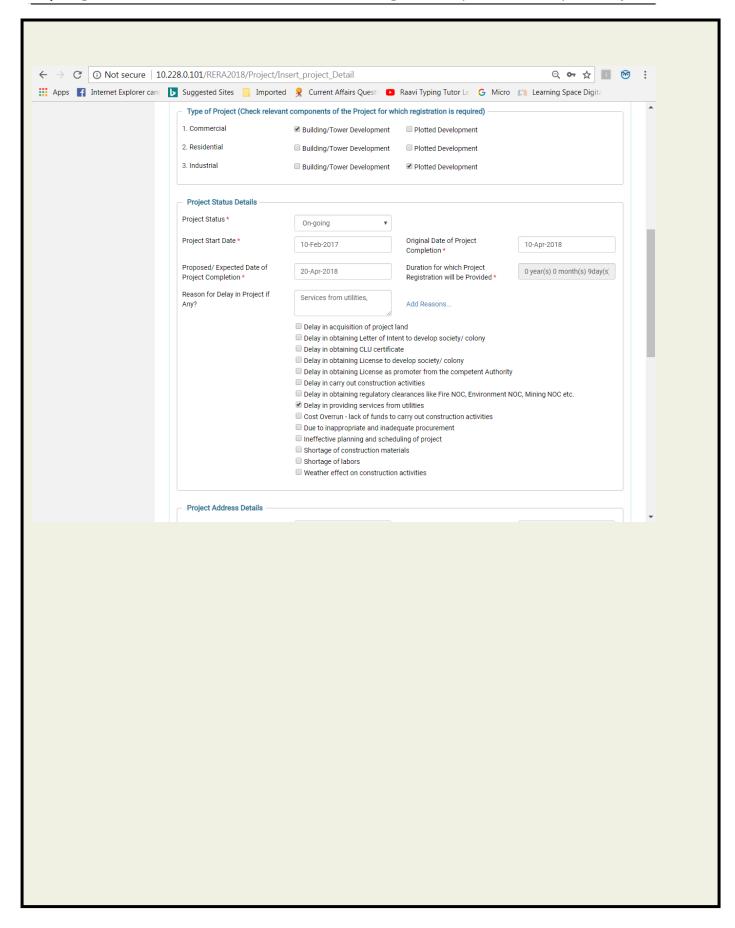


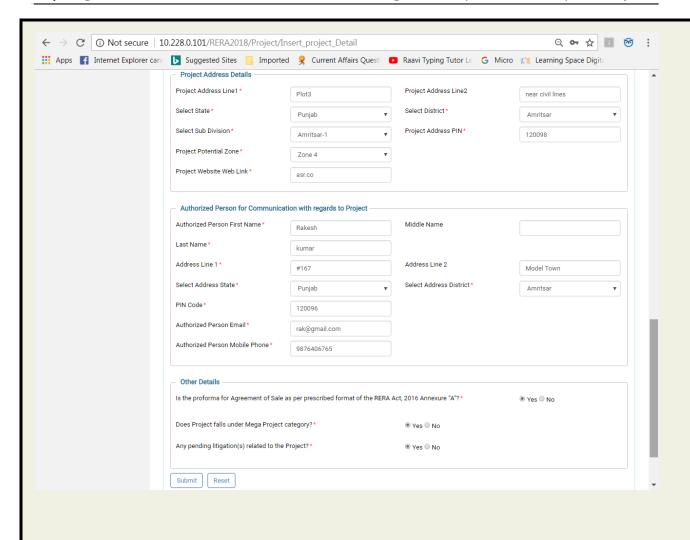
Project Details

Add Project

- To add project details, click on add project. In this form, Promoter needs to select any
 option either New Project or Existing RERA Project depending upon project status. If
 Project is existing RERA Project, then click on Existing RERA project and fill respective
 fields. On entering existing RERA number project name will be auto filled. Click on Add
 Reasons to select reason for delay.
- After filling the form click on submit button. Saved project will be displayed below in the table format.



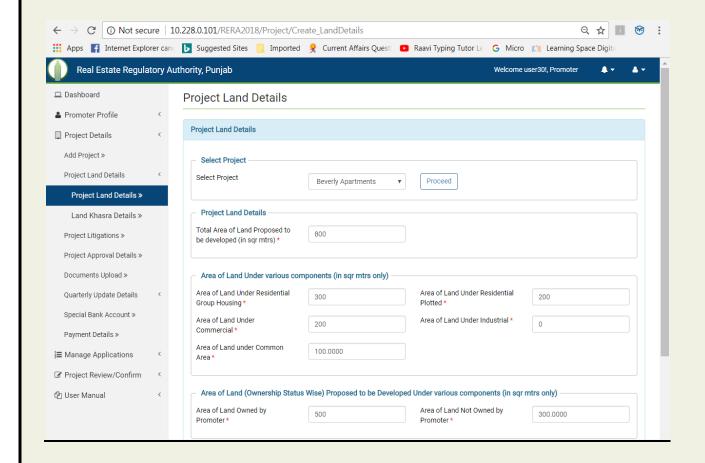


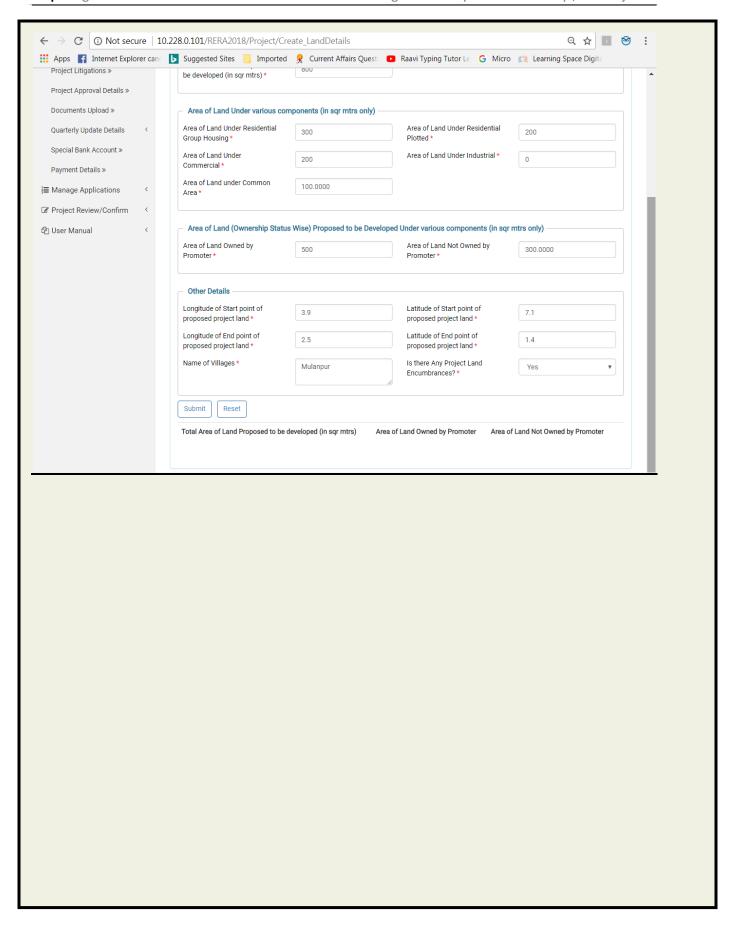


• If Project is new Project, then click on New Project and fill all other details. After filling the form click on submit button. Saved project will be displayed below in the table format.

Project Land Details

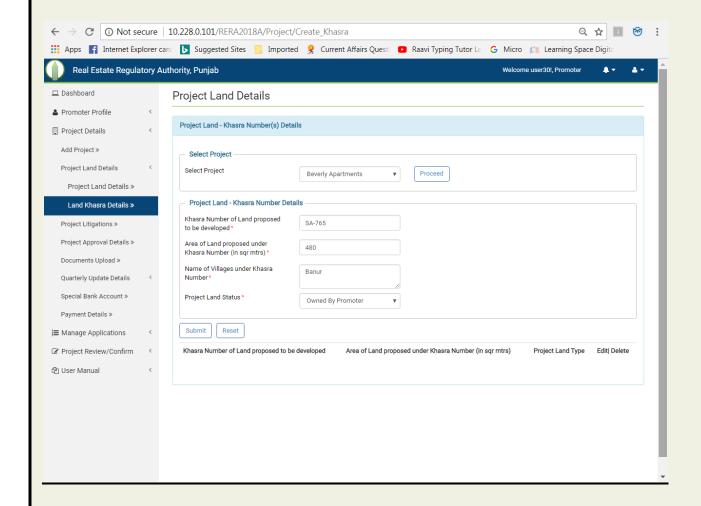
• To add Land details, click on Project Land Details. Select Project Name from dropdown list for which details of land has to be filled. Fill all respective details and click on submit button to save the form. Saved details will be displayed below in the table format.





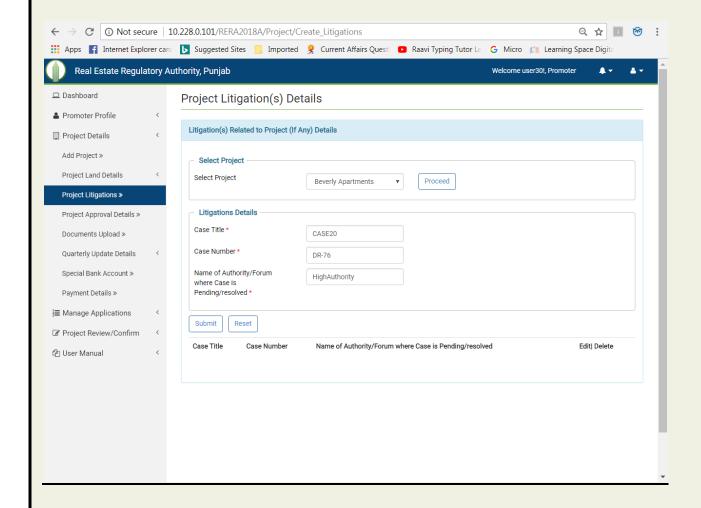
Land Khasra Details

 To add khasra details, click on Land Khasra Details and select Project Name from dropdown list for which details of Land khasra has to be filled. Fill all details and click on submit button to save the form. Saved details will be displayed below in the table format. Promoter can edit and delete the record.



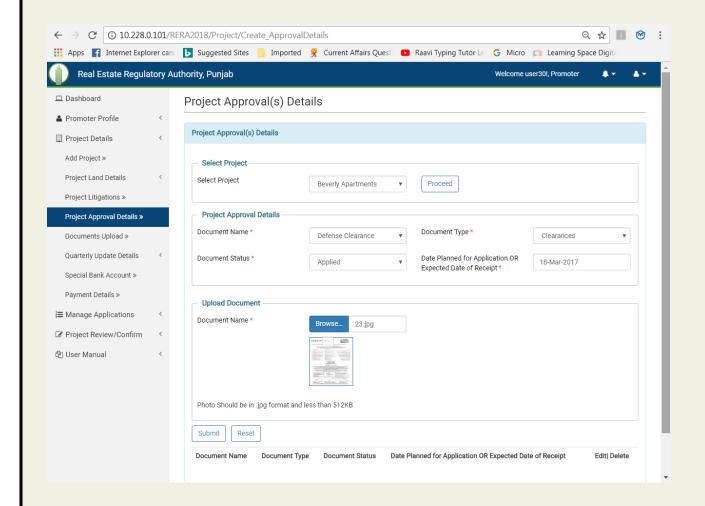
Project Litigations

• This form is basically of litigations related to project. If there is any case related to that project, then the promoter has to fill the litigation form about the project. First select Project and fill all details. Click on submit button to save the form.



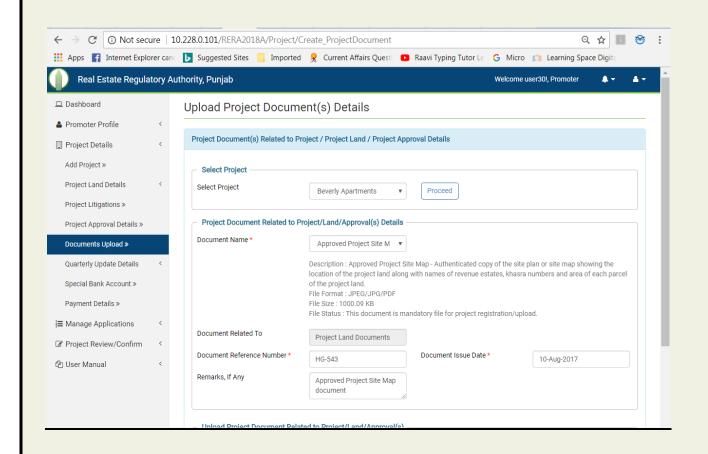
Project Approval Details

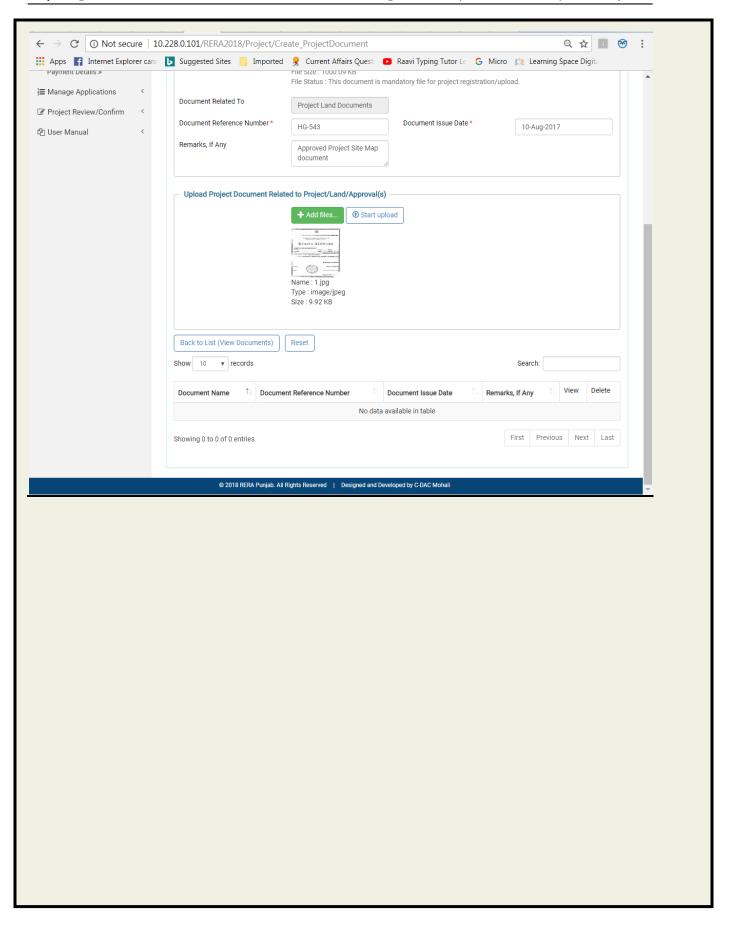
 Select Project name from dropdown list and fill the data of the project approval and upload related document. After filling the details click on submit button to save the details.



Documents Upload

 In this form, required project documents need to be uploaded. Select Project name from dropdown list for which documents to be uploaded. Fill other respective details and click on add files to browse document and start upload button to upload the document. To view all uploaded documents click on reset button

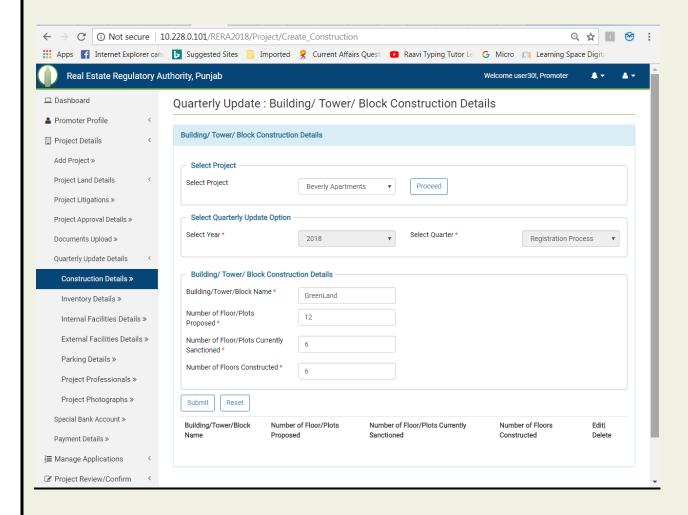




Quarterly Update Details

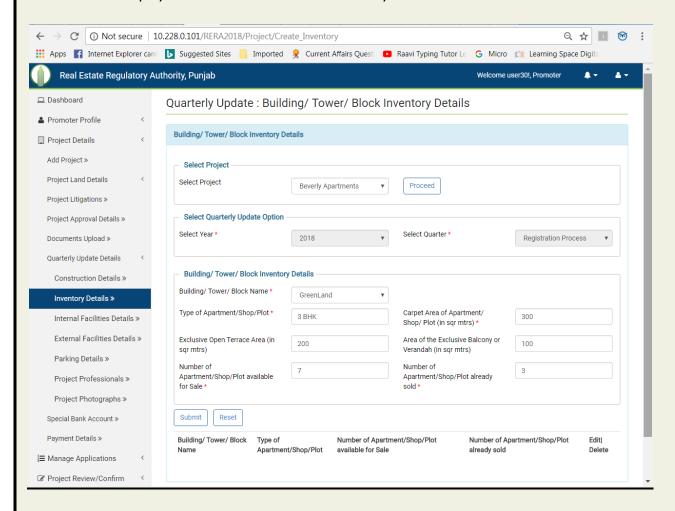
Construction Details

 To add details of construction, click on Construction Details. Select project from dropdown list for which construction details has to be filled. Current year and quarter registration process will be displayed auto filled. Add other Construction details and save the form.



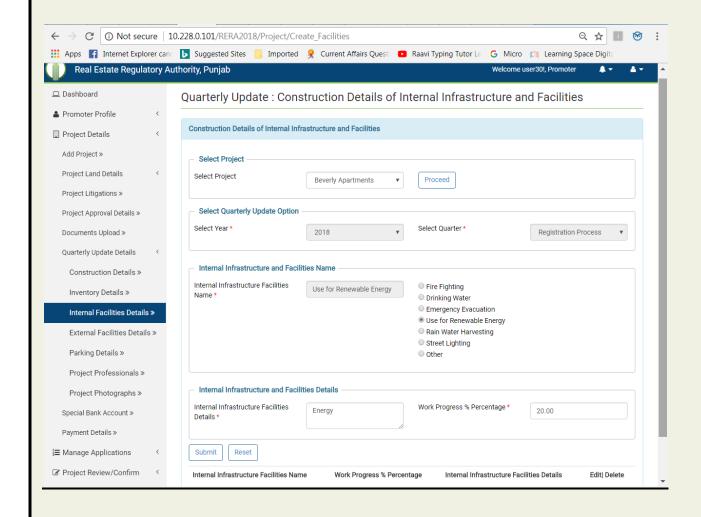
Inventory Details

• To add details of Inventory, click on Inventory Details. Select project from dropdown list for which Inventory details has to be filled. Current year and quarter registration process will be displayed auto filled. Add other Inventory details and save the form.



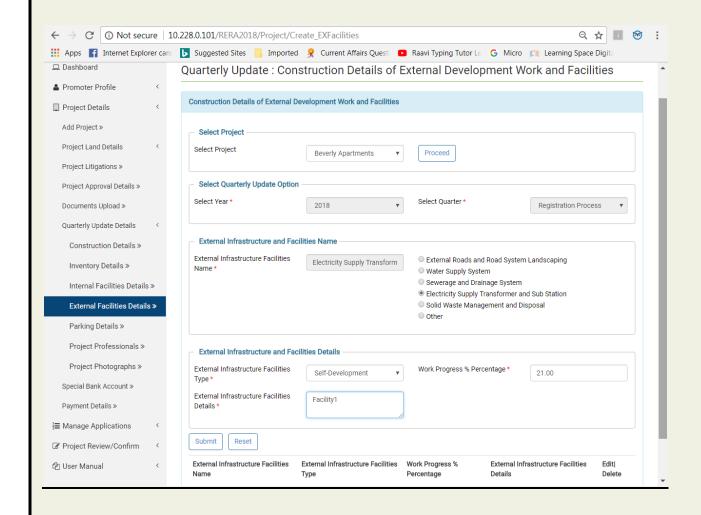
Internal Facilities Details

 This form basically consists of internal infrastructure and facilities provided by the promoter. Select project name and fill other internal infrastructure facilities details.
 Current year and quarter registration process will be displayed auto filled. Save the form by clicking submit button.



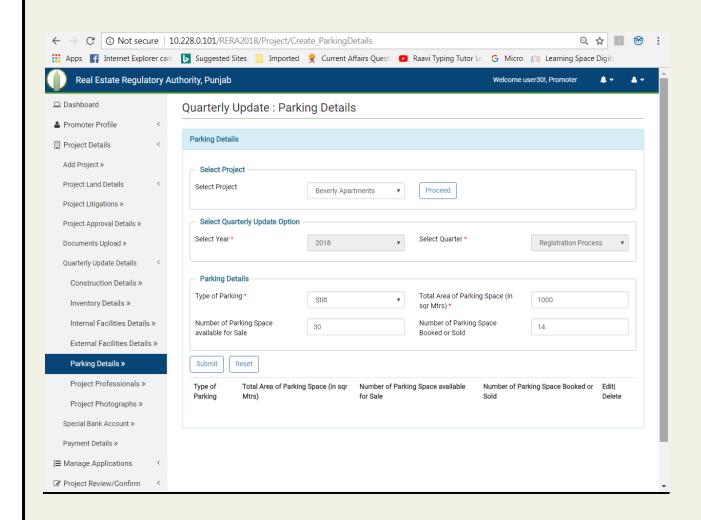
External Facilities Details

 This form basically consists of External Development Work and Facilities provided by the promoter. Select project name and fill other External Infrastructure and Facilities Details. Current year and quarter registration process will be displayed auto filled. Save the form by clicking submit button.



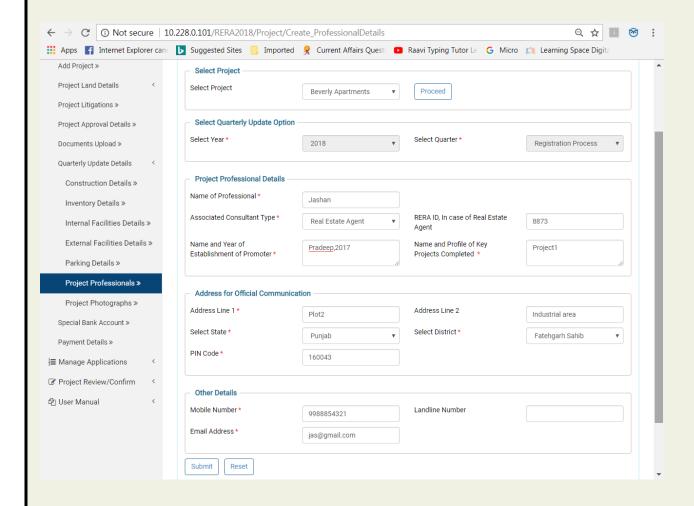
Parking Details

• To add details of parking, click on Parking Details. Select project from dropdown list for which Parking details has to be filled. Current year and quarter registration process will be displayed auto filled. Add other parking details and save the form.



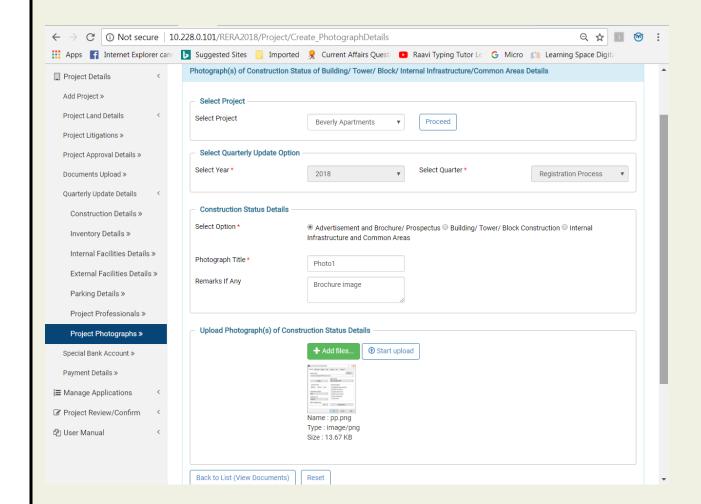
Project Professionals

In this form, Promoter needs to fill data of Real Estate Agents, Structural Engineer,
Architect, Contractors and other person concerned with the development of the project.
Select project from dropdown list. Current year and quarter registration process will be
displayed auto filled. After filling the details click on submit button to save the details.

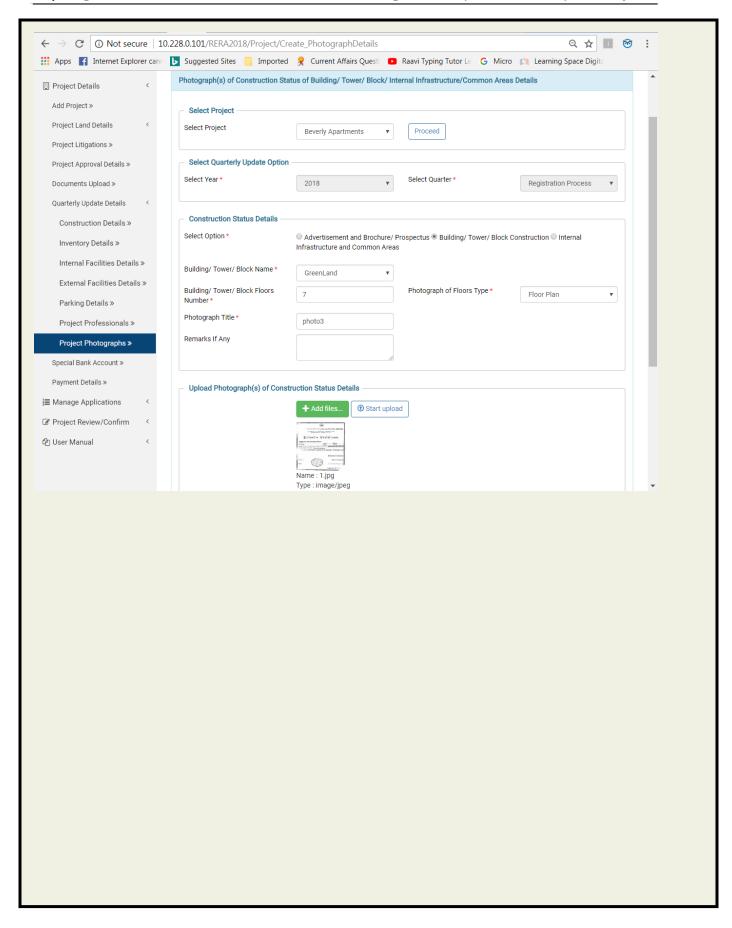


Project Photographs

 This form is basically of Project Construction Status Photographs. Select project from dropdown list. Current year and quarter registration process will be displayed auto filled. Fill Construction Status Details and upload photographs one by one selecting option from Select option.

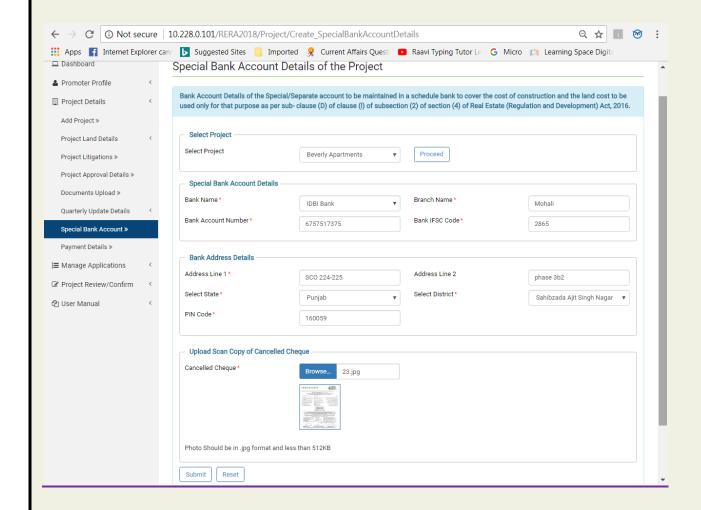


Click on add files to browse document and start upload button to upload the document.
 To view all uploaded documents click on reset button



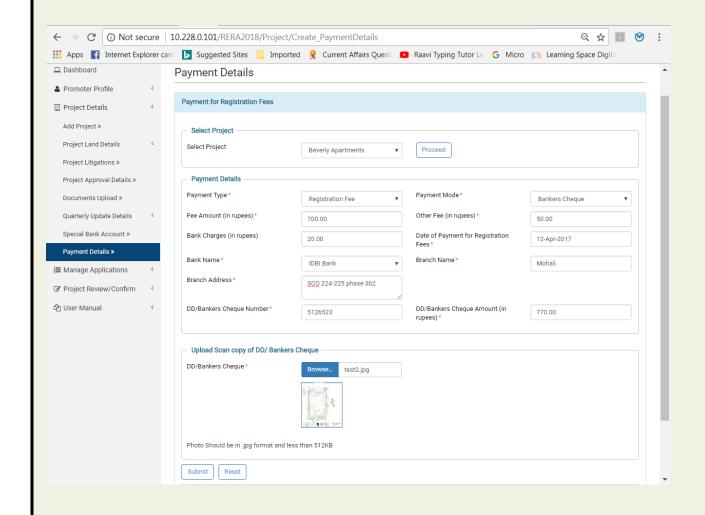
Special Bank Account

 In this form, Promoter has to fill Special Bank Account Details related to project. Select project name from dropdown list. Fill bank address details and upload Scan Copy of Cancelled Cheque. Click on submit button to save the details.



Payment Details

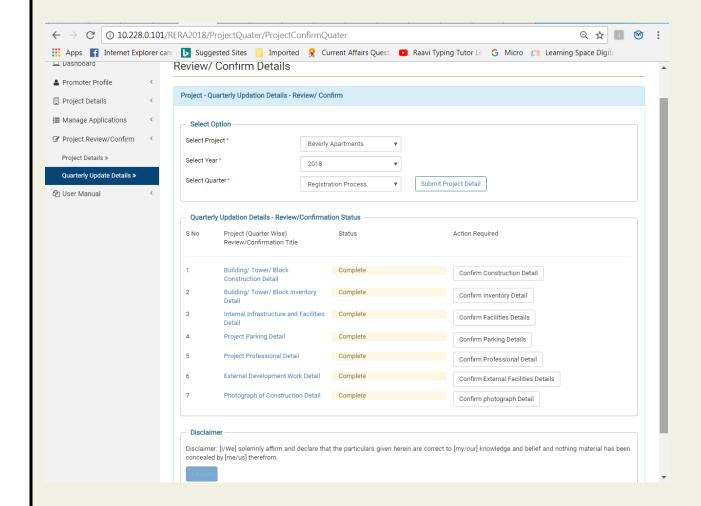
• In this form, Promoter has to fill Payment details for registration fee. Select project name from dropdown list. Fill payment details and upload scan copy of DD/Bankers cheque. Click on submit button to save the form.



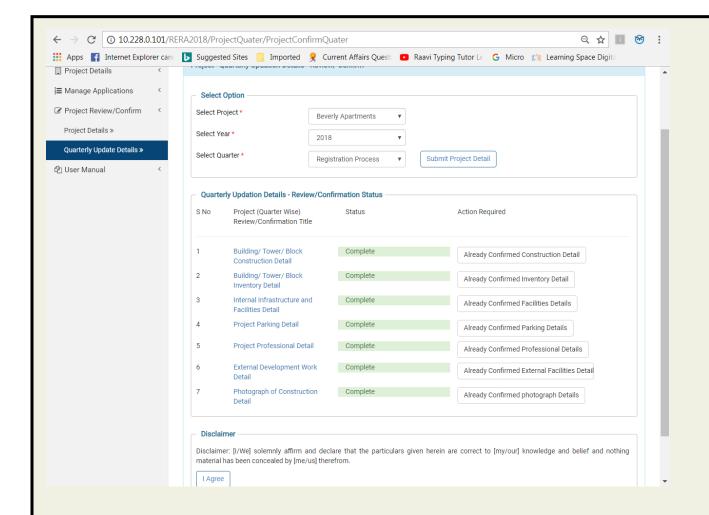
Project Review/Confirm

Ouarterly Update Details

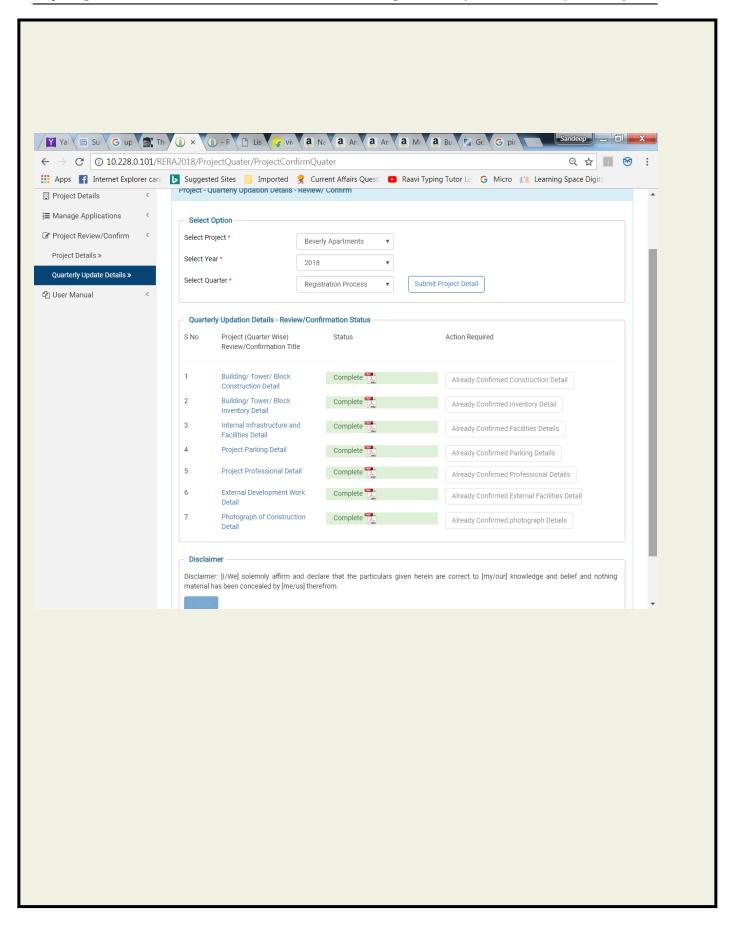
 Display form for Project - Quarterly Updation Details - Review/ Confirm with status complete if all corresponding forms are filled properly, otherwise status is pending. I Agree button will be disabled.



Under Action Required click on each Confirm button

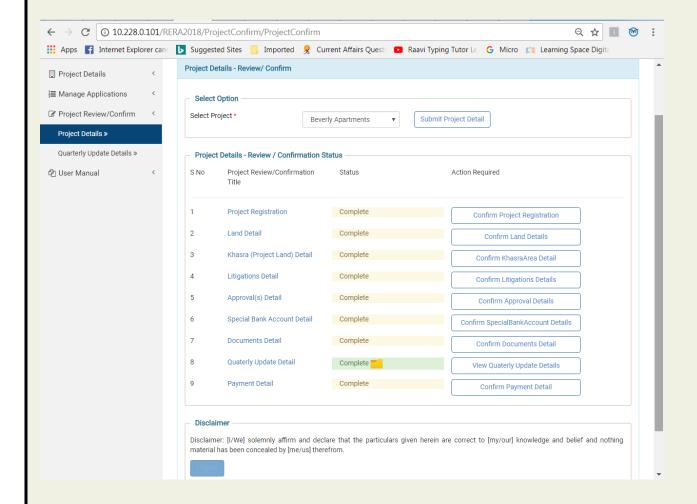


- It will display Already confirmed message for each confirm button clicked. I agree button will be enabled.
- Click on I agree button then PDF against each Project (Quarter Wise)
 Review/Confirmation Title will be available to download. Click on PDF file to download.

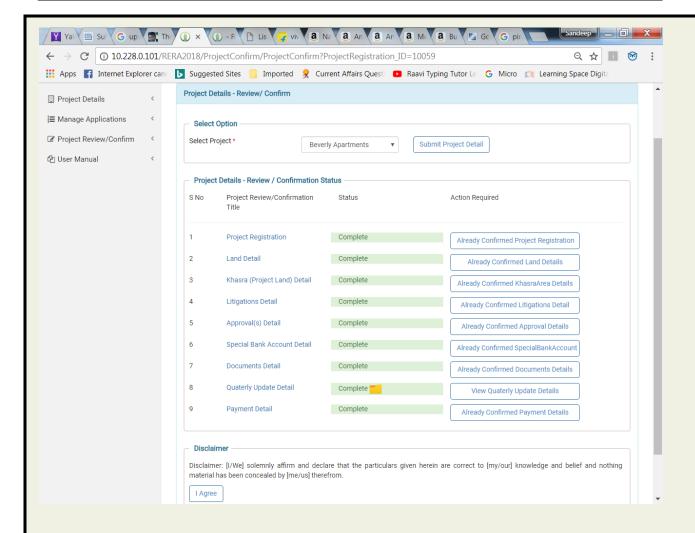


Project Details

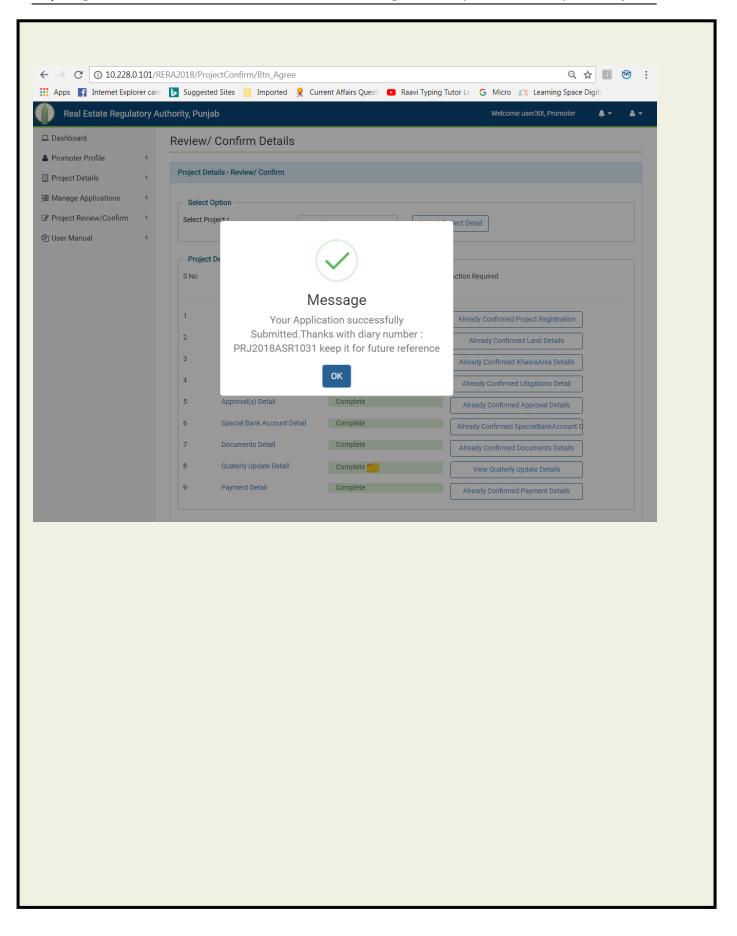
 Display form for Project Details - Review/ Confirm with status complete if all corresponding forms are filled properly, otherwise status is pending. I Agree button will be disabled.

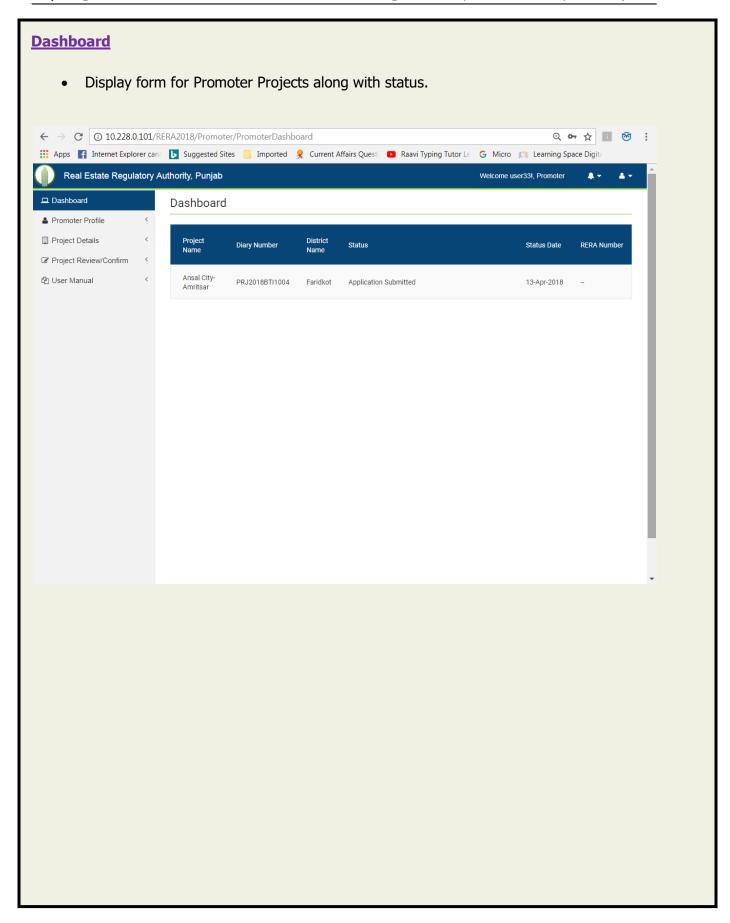


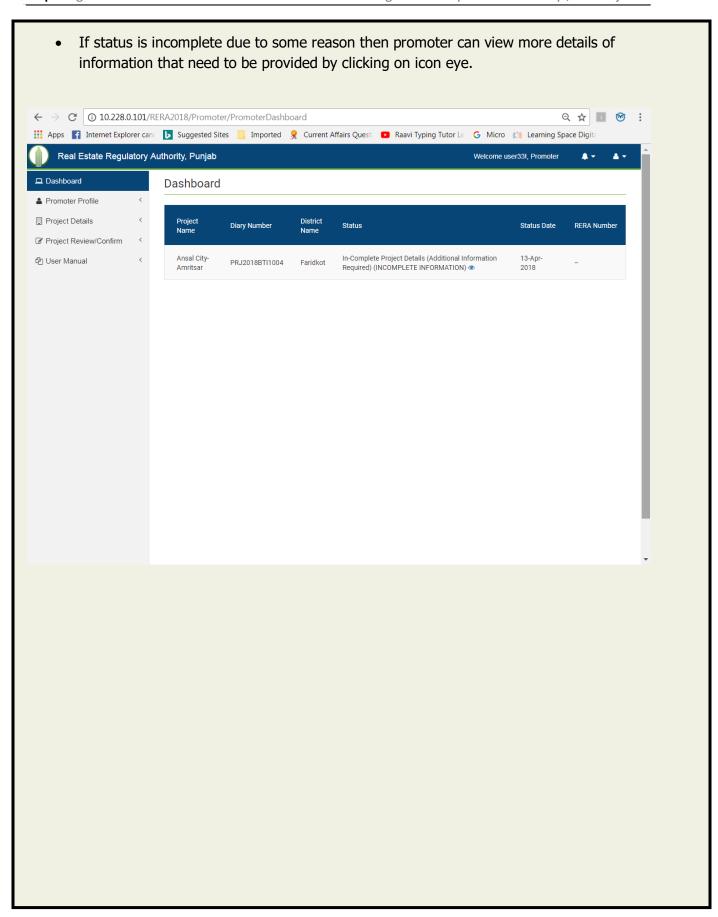
• Under Action Required click on each Confirm button

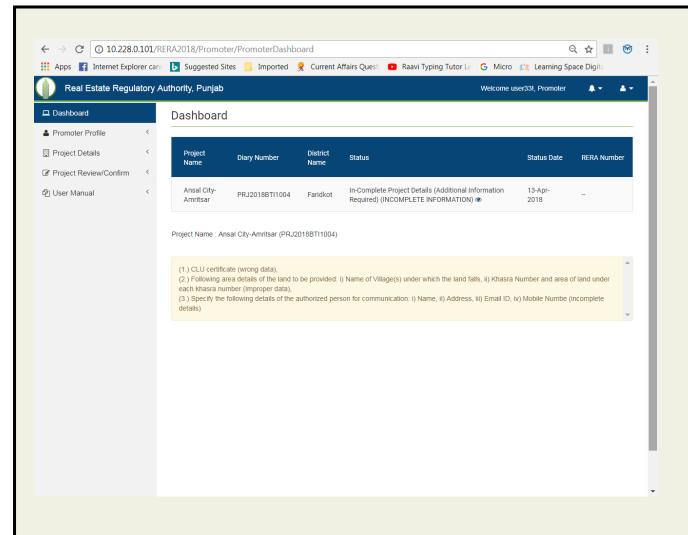


- It will display already confirmed message for each confirm button clicked. I agree button will be enabled.
- Click on I agree button.
- Application should be successfully submitted with unique diary number assigned to project.SMS and Email with defined format containing diary number will be sent. All corresponding forms will be locked.









• Promoter has to provide all the data as per mentioned by the authority.

